

CLASS LIST VERIFICATION FORM

In order for the Office of the Registrar to correct registration errors, it is important that instructors provide information about discrepancies between official class lists and student attendance. Please compare your **current** class lists in MyUNIverse with the students actually attending class. If there are discrepancies between class lists and student attendance, please note them on this form. If there are courses in which students may earn differing amounts of credit, please note this in the "Hours Credit" column. If there are no discrepancies to report, please sign, date, and return this form to indicate that you have verified this.

It is requested that you print this form, complete it, and return via campus mail to 0006 - Office of the Registrar.

STUDENTS ATTENDING CLASS WHO ARE NOT ON THE CLASS LISTS

Please note: These students should be instructed to come immediately to the Registrar's Office in person to resolve their enrollment status.

Student Name	Student Number	Course Number	Section	Hours Credit

STUDENTS NOT ATTENDING CLASS WHO APPEAR ON THE CLASS LIST

Student Name	Student Number	Course Number	Section	Hours Credit

Date

Instructor's Signature

Instructor's Name (PLEASE PRINT)